

# TIPS FOR PROVIDING COMMENT AT A NEIGHBORHOOD PUBLIC MEETING

The Neighborhood Public Meeting is required for certain types of [land use/development applications](#), and is the most direct opportunity that the public has to converse with the applicant before they submit their application. By attending, you will have an opportunity to learn about the project, ask questions, provide comments, have consideration of your suggested changes and meet other neighbors.

Comments made at the Neighborhood Public Meeting are not recorded in public record, but may encourage action and/or changes to the applicant's final project application. Neighborhood Public Meetings are noticed with a mailed invitation to property owners nearby the project site, and an email to the [Neighborhood Association](#) in which the project resides, so that they can alert their members.

## ***Before the Neighborhood Public Meeting:***

- [Connect with your Neighborhood Association Land Use Chair.](#)
- Read [Welcome to a Neighborhood Public Meeting](#), including sample questions for developers or applicants.
- Talk to your neighbors!
- Read the meeting notice, it may have helpful information about the project.
- Look online for project documents (including the pre-application materials) that might exist by searching the file number (if available) or property address in the [Community Development Data Explorer](#) using the "Planning App Viewer" Tab.
- Prepare your questions and comments for the applicant ahead of time.

## ***During the Neighborhood Public Meeting:***

- Ask questions! All questions are good questions. Everyone attending is there to learn, and if you are thinking the question, someone else may be thinking it too.
- Be sure to sign-in on the attendee sheet and provide your email address. This sign-in sheet allows your Neighborhood Association and/or the applicant to reach out to you with any pertinent information regarding the project.
- Ask the applicant to provide written answers to the questions brought up in the meeting.
- Remember, the applicant is encouraged by the City to reconcile as many public concerns as possible prior to submitting an application.
- Take notes on what questions are asked and what answers are given. The applicant and the [Neighborhood Association Land Use Chair](#) should also be doing this!

## ***After the Neighborhood Public Meeting:***

- Participate in the recap discussion of the project at a Neighborhood Association board meeting by showing up and asking the board to provide public comment.



### **Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Makayla Oliver, Community Relations Manager at [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov) or (541) 323-8571. Relay Users Dial 7-1-1.

